



Community Development Department
500 Castro Street • Post Office Box 7540 • Mountain View, CA 94039 • 650-903-6379 • FAX 650-962-8502

February 1, 2011

The City of Mountain View is pleased to announce a Notice of Funding Availability (NOFA) for affordable rental and ownership housing development. Up to \$12.0 million in local housing funds is being made available for this NOFA. A complete description of the NOFA process is provided in the attached NOFA application package.

The City of Mountain View has a tradition of providing quality affordable housing through an open and inclusive public participation process. Qualified affordable housing developers, who can demonstrate their ability to design, build and manage affordable housing are welcome to submit proposals.

NOFA proposals must be received no later than 5:00 p.m., April 18, 2011. We strongly encourage potential applicants to attend an information meeting on Friday, February 25, 2011 from 2:00 p.m. to 3:30 p.m., where City staff will be available to respond to questions. The NOFA is posted on the City's website, www.mountainview.gov, under "Announcements". Please check this site periodically, as we will be posting any updates or changes to the NOFA process on the web site.

If you have any questions or would like to receive a Word version of the NOFA application, please contact Adriana Garefalos, Senior Planner, at (650) 903-6459 or adriana.garefalos@mountainview.gov.

Sincerely,

Linda Lauzze
Administrative and Neighborhood
Services Manager

Enclosure

CITY OF MOUNTAIN VIEW

Community Development Department

NOTICE OF FUNDING AVAILABILITY FOR AFFORDABLE HOUSING DEVELOPMENTS

The City of Mountain View invites proposals from affordable housing developers that will increase the City's supply of affordable housing and will provide long-term affordability.

February 1, 2011

CITY OF MOUNTAIN VIEW
Notice of Funding Availability (NOFA)
February 1, 2011

INTRODUCTION

The City of Mountain View is announcing the availability of funds for new affordable housing projects in Mountain View. A total of up to \$12 million in local housing funds is available under this NOFA to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.

Qualified affordable housing developers who can meet the NOFA qualifications and demonstrate their ability to design, build and manage affordable housing are encouraged to submit proposals. All proposals must be received no later than **5:00 p.m., April 18, 2011**. Applications submitted after this deadline will not be considered. Funding will be awarded by the City Council on a competitive basis to those projects that are most successful in addressing the City's affordable housing needs and benefiting the community.

The City is seeking proposals that demonstrate an understanding of the community, the unique attributes and opportunities of the neighborhood where the project would be located, successful experience in developing and managing affordable housing, and a commitment to an inclusive and informative public participation process.

Funding Sources

Funding under this NOFA will be provided from the following sources: Below-Market-Rate (BMR) Housing Program In-Lieu Fees, Housing Impact Fees and Revitalization District Housing Set-Aside Funds. The City also receives Federal Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) funds which, for certain projects, may be used to help supplement local housing funds. The CDBG and HOME funds are awarded through a separate process. This NOFA is for the City housing funds only.

Eligible Applicants

Eligible applicants include for-profit or nonprofit corporations, general or limited partnerships, joint ventures or limited liability companies. Applicants must have demonstrated experience and capacity in the development and management of affordable housing. Applicants must have successfully completed a minimum of three

affordable housing projects of similar size and complexity as the proposed project to be eligible to submit a proposal.

Eligible Projects

Each applicant/developer is permitted to submit only one project application for this NOFA. Eligible projects include new construction or acquisition with or without rehabilitation, for the purpose of developing affordable housing for extremely low-, very low- and low-income households. Development of emergency shelters for the homeless is not eligible because it does not result in permanent affordable housing.

Mixed-use projects (containing both residential and nonresidential space) are eligible, as well as mixed-income projects (containing both affordable and market-rate rental units). Generally, for mixed-use projects, living space should make up the majority of the development. For both mixed-use and mixed-income projects, only the affordable housing portion of the project can be assisted under this NOFA and the commercial costs as well as the market-rate-unit costs need to be funded separately from the affordable housing costs.

Selection Criteria

The City will evaluate proposals based on City Council-adopted project goals and housing priorities. All proposals will be reviewed for consistency with the project goals. The City Council has also identified more specific housing priorities. These priorities are a guide to the types of projects the City is especially interested in funding. The housing priorities do not preclude other types of projects and the City may decide to fund exceptional projects that are not on the priority list. There will not be a point system applied to these goals and priorities.

Project Goals

- Housing units will remain affordable for at least 55 years;
- The project's management plan promotes a healthy living environment for tenants and a compatible relationship with neighbors.
- The project is consistent with the goals and objectives of the City's draft Housing Element and General Plan;
- The project has reasonable costs, the ability to compete well in securing competitive funding sources and is soundly underwritten;
- The project will allow the City to spend housing funds expeditiously;

- The project site is near transit and services and is convenient for the target population;
- The project site would allow for a development to achieve maximum density;
- The building design/construction will incorporate "Green" building practices and material;
- The project is consistent with the zoning and neighborhood setting;
- The project incorporates appropriate community spaces, amenities and services for the target population; and
- The development team has demonstrated experience with successful affordable housing projects and the capacity to work cooperatively with the community in the design and development of the project.

Housing Priorities

- Rental housing targeting extremely low- and very low-income households earning 50 percent or less of the area median income and ownership housing targeting low-income households earning 80 percent or less of the area median income; and
- Proposals that provide dual benefits by developing affordable housing and creating a substantial improvement of a blighted property and/or neighborhood.

APPLICATION PROCESS

Application Submittal Requirements

Applicants must submit the following material:

- One (1) original and twelve (12) copies of a complete application with all required supporting materials.
- All application materials must also be submitted on a CD.
- Applications must be submitted by 5:00 p.m., April 18, 2011.

Under the California Public Records Act, all documents submitted as part of this application are considered public records and will be made available to the public upon request.

Initial Application Review

Staff will review all the proposals for completeness and to verify the applicant is eligible. Proposals from developers that do not meet the City's minimum required experience will not be considered. All proposals must be complete and contain all the required application information when submitted. Incomplete proposals will not be considered. The City will use a two-tier process for selecting projects to fund.

Tier 1

All proposals will be reviewed by a NOFA Ad Hoc Committee made up of Environmental Planning Commission and Human Relations Commission members. The NOFA Ad Hoc Committee will hold meetings open to the public; however, public noticing will not be required for the Tier 1 review. Based on the project goals and housing priorities, the NOFA Ad Hoc Committee will choose the top two to five proposals to move forward to Tier 2 and review by the full City Council.

Tier 2

The Tier 2 review will require neighborhood meetings, public noticing, presentations at a City Council Study Session and a Council public hearing to make a final selection. The applicants chosen for Tier 2 review will be expected to work with City staff to organize a neighborhood meeting on their proposed project. Meeting notes from the neighborhood meetings will be given to the Council for consideration in making their funding decisions. Tier 2 applicants may be requested to provide additional information or tours of similar projects in their portfolio. The City Council will make a final decision on which proposals to fund at one or more public hearings.

Reservation of Funding

Selected proposals will be awarded a "Reservation of Funding." The final funding commitment will be made by the Council after the project has received all land use entitlements and an environmental review has been completed. The "Reservation of Funding" is intended to allow the project to proceed to the entitlement and environmental review process. The Reservation of Funding is not binding until contract documents are negotiated and executed at the completion of the entitlement process and the final funding commitment.

City Purchase of Property

Once a funding reservation is awarded, it may be determined that it would be beneficial for the City to purchase and secure the site while the entitlement process is carried out. This will be determined on a case-by-case basis. Once the entitlement process is

completed, the site could be transferred to the developer or the City may choose to maintain ownership of the property and lease it back to the developer.

Environmental Review and Assessment

Prior to the final funding commitment, projects must be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project will also be assessed in accordance with the National Environmental Policy Act (NEPA). The environment review will typically be conducted during the entitlement process.

Applicants must refrain from undertaking activities, including acquisition, that would limit the choice of reasonable alternatives between the time of the NOFA application submittal and when the City has completed its environmental review process for the project. Options for the purchase of property must be subject to completion of the environmental review and project approval.

Preproposal Meeting

Applicants are encouraged to attend a Preproposal Information Meeting on this NOFA.

Preproposal Meeting
February 25, 2011
2:00 p.m. to 3:30 p.m.
Plaza Conference Room
Mountain View City Hall
500 Castro Street, Mountain View

Application Process Time Line

The tentative time line for evaluating and selecting proposals is anticipated to be the following:

Circulate NOFA	February 1, 2011
Preproposal Information Meeting	February 25, 2011
NOFA Proposals Due	April 18, 2011
NOFA Ad Hoc Committee Meetings	May to June 2011 (to be determined)
Neighborhood Meetings	August to September 2011
City Council Study Session	October 2011
City Council Hearing	November 2011

CONTACT INFORMATION

Questions regarding this NOFA may be directed to Adriana Garefalos, Senior Planner, by calling (650) 903-6459 or sending an e-mail to adriana.garefalos@mountainview.gov.

CHANGES TO NOFA PROCESS

The City of Mountain View reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this NOFA. If such an action occurs, the City will notify all interested parties.

APPLICATION SUPPORTING MATERIAL

In addition to submitting a complete application, the following additional supporting material must be provided with the application.

1. Cover Letter

Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.

2. Evidence of Site Control

At the time a development proposal is submitted, the developer must have site control of the property for which funding is requested. The developer must show that if the proposal is selected, site control can be maintained at a minimum through completion of the NOFA process and, if possible, through completion of the entitlement process, until the property can be acquired. As evidence of site control, one of the following documents must be submitted with the application:

- Purchase agreement, including evidence that the agreement is for a term that is sufficient to hold the property until the anticipated date of purchase.
- Option to purchase or lease, binding on seller or landlord, including evidence that options are renewable until the anticipated date of purchase.
- A long-term lease agreement with a term of not less than 55 years.
- Executed land sales contract or other enforceable agreement for acquisition.
- Other evidence that developer has site control.

Land acquisition costs must be justified and represent a competitive market price. Prior to closing on any City funding, the City will commission its own appraisal to confirm property value.

3. Appraisal

An appraisal is required that has been completed within six (6) months of the application deadline. The appraisal must conform to the Uniform Standards of Professional Appraisal Practice and the appraisal requirements of the Appraisal Institute's Regulation 3. All appraisers must be California State licensed/certified. The appraisal must include a separate as-is value for any improvements

to be retained, or a demolition cost for any to be removed. Site value must be as-is, with no presumed condition such as a rezoning or environmental cleanup.

4. Preliminary Title Report

A preliminary title report dated within thirty (30) days of the application deadline.

5. Ten-Year Projects List (Do not include projects in application Section 26)

For each project the applicant has completed in the past ten (10) years, provide the following information in a consistent format. If more than six (6) projects have been completed, provide information for the last six (6) projects.

- Name of Project:
- Location:
- Type of Development (senior, family, etc.):
- Number of Units:
- Mix of Unit Sizes:
- Number of Affordable Units and Level of Affordability:
- Number of Stories:
- Type of Construction:
- Project Amenities:
- Total Project Cost:
- Funding Sources and Amounts:
- Entitlement Date:
- Occupancy Date:
- Name of Project Manager:

6. Rehabilitation Scope of Work, Property Inspection and Cost Estimate

If the project involves rehabilitation, include the following information:

- Preliminary Scope of Work;
- A third-party physical needs assessment, property inspection report or predesign report;
- A preliminary independent cost estimate; and
- Basic unit configurations/plans.

7. Relocation Plan

If the project involves temporary or permanent relocation of residential or commercial tenants, please provide a narrative Relocation Plan and Relocation Budget. The Relocation Plan should include:

- A description of the applicable relocation requirements and relocation benefits to be provided;
- A reasonable cost estimate of the relocation expenses;
- Identification of the number of households or businesses to be displaced;
- The current rent roll; and
- A description of the proposed advisory services that will be provided to the displaced households/businesses.

8. Community Outreach Plan

A plan for conducting community outreach to neighbors of the proposed development and community groups. The Outreach Plan should describe how the developer intends to build support for the project and address community concerns. The Outreach Plan should also discuss some anticipated community concerns and how they would be handled.

9. Development Schedule

Detailed project schedule, identifying all major milestones. The schedule must include major milestones for the development approval process, purchase of the

property, community outreach process, financing applications, approvals and closings, project construction and lease-up.

10. Resident Services Plan

A Resident Services Plan that describes services to be provided to tenants (child care, computer training, etc.) and demonstrates how supportive and social services for the tenant population will be provided and funded. Projects with units set aside for formerly homeless households or special needs groups must provide sufficient supportive services for the target population and show sufficient funding commitments for services.

11. Management Companies

If the proposal includes the use of a management company other than the applicant, provide detailed information on that company, including:

- References;
- Total number of projects and units managed;
- Listing of projects managed and their locations,
- Number of company employees; and
- Management philosophy.

12. Marketability of Mixed-Use Projects

Proposals for development of housing with commercial space must include evidence of demand for commercial/retail and marketability of space by submitting a market study or a survey of comparables and vacancy rates or have at least half of the commercial/retail space preleased.

13. Detailed Development Budget

Provide a detailed development budget that includes all anticipated funding sources and provides a breakdown of all development costs. Identify if the budget is based on the payment of Federal and/or State prevailing wages or not. The City does not have an adopted Council policy that requires prevailing wages for affordable housing projects using City housing funds. The City Council makes decisions about prevailing wages on a case-by-case basis. The following requirements should be considered in preparing the budget:

- Construction Contingency

The City requires a 10 percent minimum construction contingency, which should be factored into the development budget. For projects involving extensive rehabilitation work, a 15 percent construction contingency may be required.

- Insurance/Bonding Requirements

The selected agency will be required to comply with the City's insurance requirements, which should be factored into the project budget. During development, developers must obtain comprehensive general liability and property (hazard) insurance coverage of at least \$2 million. The City also requires property damage or builder's risk insurance in an amount equal to 100 percent of the replacement cost of the structures, with a lender's loss payable endorsement in favor of the City. Construction contractors will be required to obtain liability and builder's risk insurance in an amount equal to \$2 million. Automobile insurance and professional liability coverage of at least \$2 million and Workers' Compensation, and employer's liability coverage at California statutory amounts are also required.

After completion, similar levels of liability and hazard coverage will be specified by the regulatory agreement. All policies, both during construction and after completion, must name the City as an additional insured and property insurance must have a lenders loss payable endorsement.

General contractors will be required to provide payment and performance bonds equal to 100 percent of the construction contract amount.

14. **Detailed Operating Budget and 30-Year Pro Forma Analysis (Rental Projects Only)**

For rental proposals, a detailed operating budget and 30-year pro forma analysis should be submitted which uses the assumptions detailed below:

- Five percent (5%) annual vacancy/collection loss for family and senior projects.
- Ten percent (10%) annual vacancy/collection loss for efficiency studio, SRO or special needs projects.
- Three and one-half percent (3.5%) annual increase for expenses (other than property taxes and replacement reserve deposit).
- Two and one-half percent (2.5%) annual increase for income.
- Tenant utility allowances should be based on the Housing Authority of Santa Clara 2010 Utility Allowance Table available at www.hacsc.org/p_rentlimits.php.
- If Section 8 or other rental or operating assistance is assumed, an additional operating pro forma should be included that assumes the contract will expire after its initial term. Applicants are encouraged to budget transition reserves due to the risk that rental assistance contracts may not be renewed.
- Partnership/Asset Management fees (for tax credit projects only) may not exceed a combined total of \$25,000 annually but may increase by 3 percent per year.
- The interest rate on the City's funds for low-income housing tax credit projects will be set on a case-by-case basis. The interest rate typically will range from 3 percent to 4 percent simple interest per annum, where there is a financial benefit to the project. Payments of interest and principal will be due from excess cash flow from operations after payment of operating costs, senior debt, reserves and deferred developer fee. To the extent payments cannot be made, they will be deferred for the term of the loan. All loans are due on sale, refinancing or transfer (except to a related entity, such as a limited partnership, subject to City approval).

The pro forma should clearly list all assumptions and include information on all debt sources, including term, interest rate information and name of intended debt providers.

The pro forma should also include information on the number of units, sizes, rent and utility levels, targeted levels of affordability and basis of rent level calculations.

15. Developer Financial Reports

Provide independent audit reports for the last three (3) years, including copies of management letters. This should include complete financial statements, including balance sheets, income statements and statement of cash flows with notes for the last three (3) years.

16. Experience and References

Provide resumés and project experience for all key staff working on the project, including, but not limited to, principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three (3) references from City or County staff involved with projects completed in the last six (6) years.

17. Partnership Agreement or Corporate Articles and Bylaws (if applicable)

18. 501(c)(3) Letter of Determination from IRS (if applicable)

19. Photos

Attach recent, clearly labeled photos of the project site and surrounding area.

20. Board of Directors

Provide a listing of the Board of Directors, including the city of residence.

AG/7/CDD

850-11-17-10NOFA-E^

NOFA APPLICATION

CITY OF MOUNTAIN VIEW
FEBRUARY 1, 2011 NOFA APPLICATION

PROJECT APPLICANT

1. Project Applicant:

Applicant Name (Organization/Agency):

Principal (with Power of Attorney):

Primary Contact Person:

Address:

Phone No.:

Fax No.:

E-Mail:

Federal Tax ID No.:

What is the role of the Applicant in the project? *(check all that apply)*

- ☐ Ownership Entity
- ☐ Managing Partner or Managing Member
- ☐ Sponsoring Organization
- ☐ Developer
- ☐ Other (describe):

2. Legal Status of Applicant:

- ☐ General Partnership ☐ Limited Partnership ☐ Corporation
- ☐ Joint Venture¹ ☐ Nonprofit Organization
- ☐ Other (specify):

3. Status of Organization:

- ☐ Currently Exists
- ☐ To be formed, estimated date:

¹ If the Applicant is a Joint Venture, a Joint Venture Agreement is required, clearly describing the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.

4. Name(s) of individual(s) who will be General Partner(s) or Principal Owner(s):

PROJECT DESCRIPTION

5. Project Name:

Project Address:

Assessor's Parcel No.:

Census Tract:

6. Project Type (*check all that apply*):

☐ Rental ☐ Ownership ☐ SRO/Studio Apartments
☐ Family ☐ Special Needs
☐ Senior ☐ Other (describe):

7. Project Activity (*check all that apply*):

☐ Acquisition
☐ Rehabilitation
☐ Redevelopment
☐ New Construction
☐ Expiring Tax Credit Property
☐ Mixed Income
☐ Mixed Use
☐ Other (please specify):

8. Project Description:

No. Units:	Commercial/Office Uses (specify):
No. Res. Bldgs.:	Commercial Floor Area:
No. Stories:	Office Floor Area:
Land Area:	Elevators:
Residential Floor Area:	Other Uses (specify):
Community Room(s)	
Floor Areas:	

9. **Parking:**

Total Parking Spaces:

Parking Type:

Residential Spaces and Ratio:

Guest Spaces:

Commercial Spaces and Ratio:

Office Spaces and Ratio:

10. **Number of Housing Units by Income Category:**

Category	Number of Units	Percentage of Units
0% to 30% AMI (Extremely Low-Income)		
31% to 50% AMI (Very Low-Income)		
51% to 80% AMI (Low-Income)		
Unrestricted		

11. **Unit Amenities (air conditioning, laundry in unit, balconies, etc.):**

12. **Number of Unit Types:**

Studio _____

1 Bedroom _____

2 Bedroom _____

3 Bedroom _____

PROJECT NARRATIVE

13. Project Description:

Provide a brief narrative summary of the proposed project. Please include location, project type (new versus rehab), target population and any unique project characteristics.

14. Project Design:

Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.

15. Green Building Features:

Describe the green building features that will be incorporated into the project.

16. On-Site Amenities:

Describe any on-site amenities, including any project characteristics that address the special needs of the population you intend to serve.

17. Neighborhood/Off-Site Amenities:

Describe the property location, neighborhood, transportation options, local services and amenities within 1/4-mile and 1/2-mile of the site.

18. Potential Development Obstacles:

Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below, including an outline of steps that will be taken and the time frame needed to resolve these issues.

SITE INFORMATION

19. Site Control:

- a. Site control at the time of application is required. What is the level of site control currently held by the applicant?

- b. Will site acquisition be a purchase or long-term lease?

- c. Would the project be feasible if the City were to acquire the site and lease it back to the applicant? Discuss any constraints or obstacles.
- d. What is the purchase price of the land? (For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount).
- e. What is the appraised value of the site? Briefly describe the type of valuation cited.
- f. Who is the current property owner and what is their address and contact information?

20. **Site Information:**

- a. Total square footage of site:
- b. Existing uses on the site and the approximate square footage of all structures:
- c. Planned use of on-site existing structures:
 - ☐ Demolish ☐ Rehabilitate
 - ☐ Other (describe):

- d. Provide the following information for each on-site building to be retained as part of this project:

Square Footage:

Date Built:

No. of Stories:

- e. Provide a brief description of the condition of any buildings to be rehabilitated.

- f. Describe unique site features (Heritage trees, parcel shape, etc.).

- g. Identify problem site conditions (high noise levels, ingress/egress issues, etc.).

- h. Is the site in a floodplain? Yes ____ No ____ Map used:

If yes, type of floodplain (number of years):

- i. Describe adjoining land uses:

West:

East:

North:

South:

21. Zoning:

- a. What is the current zoning of the project site?

b. Is the proposed project consistent with the existing zoning status of the site?
_____ Yes _____ No (explain)

c. Indicate any discretionary review permits required for the project (Planned Community Permits, Design Review Permits, Rezoning, etc.).

d. If rezoning is required, identify the requested zoning district for the project.

22. Community Priorities:

a. Explain how this project meets the objectives of the housing goals and priorities identified in this NOFA and the goals and objectives of the City's Housing Element and General Plan.

PROJECT FUNDING

23. Project Budget:

a. City Funds Requested: \$	Funds Per Assisted Unit: \$
b. Total Project Cost: \$	Cost Per Assisted Unit: \$

- c. Other Sources of Permanent Financing (not including private bank loans):

Type of Funding	Amount
<input type="checkbox"/> 9% Low-Income Housing Tax Credits	
<input type="checkbox"/> 4% Low-Income Housing Tax Credits	
<input type="checkbox"/> CalHFA/Conventional Lender	
<input type="checkbox"/> Tax-Exempt Multi-Family Bonds	
<input type="checkbox"/> Multi-Family Housing Program (MHP)	
<input type="checkbox"/> Affordable Housing Program (AHP)	
<input type="checkbox"/> County of Santa Clara, Office of Affordable Housing	
<input type="checkbox"/> Santa Clara County Housing Trust	
<input type="checkbox"/> Other:	

- d. How will the requested City funding be used?

- e. Amount of developer fee and percentage of project cost:

- f. Assess the chances of the project securing required funding and steps that will be taken to make the project competitive. What is the self-scored nine percent (9%) tax credit tie breaker score for the project (if applicable)?

DEVELOPER EXPERIENCE

Developers must have successfully completed a minimum of three affordable housing projects of similar size and complexity as the proposed project to qualify for this NOFA.

24. Provide a summary of affordable housing experience:

Years Experience:

Number of Projects:

Number of Projects in Santa Clara County:

Average Size of Projects:

Number of Units Placed in Service:

25. Describe awards given to projects completed in the last 10 years.

26. Describe three projects completed in the last ten years that are similar to the proposed project and provide photographs of each project:

a. Project 1

Name of Project:

Location:

Number of Units:

Type of Development (senior, family, etc.):

Name of Project Manager:

Number of Stories:

Unit Types (studio, 1-bedroom, etc.):

Type of Construction:

Project Amenities:

Entitlement Date:

Occupancy Date:

Funding Sources:

b. Project 2

Name of Project:

Location:

Number of Units:

Type of Development (senior, family, etc.):

Name of Project Manager:

Number of Stories:

Unit Types (studio, 1-bedroom, etc.):

Type of Construction:

Project Amenities:

Entitlement Date:

Occupancy Date:

Funding Sources:

c. Project 3

Name of Project:

Location:

Number of Units:

Type of Development (senior, family, etc.):

Name of Project Manager:

Number of Stories:

Unit Types (studio, 1-bedroom, etc.):

Type of Construction:

Project Amenities:

Entitlement Date:

Occupancy Date:

Funding Sources:

27. **Personnel:**

List the names of key members of the applicant's development team, their titles, responsibilities and their years of experience in affordable housing:

Project Staff	Name	Role in Proposed Project	Years of Hsg Devt Experience	Years with this Developer
Project Manager				
Director of Real Estate Development				
Executive Director				
Chief Financial Officer				
Other				
Other				
Other				

28. **Other Team Members:**

Indicate which of the following development team members have been selected and identify them:

Developer, if Different from Applicant

Architect(s)/Engineer(s)

Attorney(s) and/or Tax Professionals

Property Management Agent

Financial and Other Consultant(s)

General Contractor

Investor

29. List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project:

Name

Address

30. **Property Management:**

Describe how the property will be managed, including the number of staff, locations and management office hours.

31. If the project will be managed by an agency other than the project applicant, describe the project applicant's role in the ongoing management of the project and resolution of management issues.

32. List the names of key property management staff, their titles, responsibilities and their years of experience in affordable housing:

Name	Title (<i>e.g., project manager, intake staff</i>)	Job Responsibilities	Years Experience in Affordable Housing

33. Explain your marketing strategy and the tenant selection process (including how local preferences will be handled) and the establishment and management of waiting lists.

Applicant Certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for disqualification of my proposal.

I further certify that all of the following statements are true, except if I have indicated otherwise on this certification:

- a. I have not sold any of the projects listed on the "10-Year Projects" list;
- b. No mortgage on a project listed by me has ever been in default, assigned to the government or foreclosed, nor has mortgage relief by the mortgagee been given;
- c. I have not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low-Income Housing Tax Credit (LIHTC) project on the "10-Year Projects" list;
- d. To the best of my knowledge, there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning me or my projects for the past ten years;
- e. I have not been suspended, bebarred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs; and
- f. I have not failed to use state funds or LIHTC allocated to me in any state.

Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in this NOFA.

Applicant Name(s)

Signature/Date

Print Name and Title

This application and all supporting material are regarded as public records under the California Public Records Act.